

	<b>Montana Operations Manual</b>  <b>Guideline</b>	Category	Information Technology, Infrastructure
		Effective Date	06/26/2015
		Last Revised	02/03/2016
Issuing Authority	<b>Department of Administration</b> <b>State Information Technology Services Division</b>		
<b>GDE-Data Classification Guideline</b>			

**I. Purpose**

This document provides a guideline for state government employees regarding Data Classification.

**II. Scope**

This document is a guideline to the Data Classification Policy and it is noted in that document. If there is any conflict between the Data Classification Policy and this document, the Data Classification Policy shall prevail. This document will be updated from time to time with additional declarations of data classification or examples of context sensitive guidelines.

**III. Guideline**

**How to use this document:**

All data classifications must adhere to all the rules and regulations of the appropriate governing bodies such as federal, state and local governments.

Organizations must consider the characteristics of the data elements individually. If the data elements are part of a dataset, then the dataset must be classified no lower than the highest classification of any data element.

Organizations must also consider the characteristics of the data elements in context. The combination of multiple data elements may, in some situations, result in the combined rating being higher than the highest individual rating.

**Data that should be classified as: State of Montana Level 1**

<b>Context Sensitive Types of Information</b>	<b>Examples</b>
Agency Name	Dept. of Transportation
Hours of Operation	8 AM to 4:30 PM Monday thru Friday
Office Address	123 Main St Anywhere MT
Office Phone Number	406 555 1234
<b>Types of Reports or Collections of Data</b>	
Audit Reports	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Agency Policies	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Computer Usage History	Excluding Data that provides knowledge that could be used to injure the State, its Citizens or Business Partners.
Expenditure Data	Excluding Data that is covered by Agreement or Contract, for example Non- Disclosure Agreements
Revenue Data	Excluding Data that is not Public because of law.

**Data that should be classified as: State of Montana Level 2**

<b>PII Personally Identifiable Information</b>	<b>PFI Personal Financial Information</b>	<b>PHI Personal Health Information</b>	<b>Other</b>
ELECTIONS Files	Federal Tax Information	PAYROLL Files	Passwords giving access to Level 2 data
PAYROLL Files	PAYROLL Files	PERSONNEL Files	Data that is specifically protected by law: for example: HIPAA or Federal Tax Information
PERSONNEL Files	PERSONNEL Files Record	Information regarding people's health	Facts on Disaster Recovery Plans Data such as: Locations of Recovery Sites
Personal Income Tax Files	Personal Income Tax Files	Information regarding a person with AIDS	Information about Investigations, Audits, etc.
Files that contain Defendant, or Witness PII	Financial Institution Information on more than one person or business		Technical documentation, i.e., detailed network port/ip diagrams and system architectures for systems containing Level 3 data
			Expunged Court Cases
			Sealed Court Cases, or Child Support Information

Data that should be classified as: State of Montana Level 3

<b>PII</b> <b>Personally</b> <b>Identifiable</b> <b>Information</b>	<b>PFI</b> <b>Personal</b> <b>Financial</b> <b>Information</b>	<b>PHI</b> <b>Personal</b> <b>Health</b> <b>Information</b>	<b>Other</b>
			Facts on Disaster Recovery Plans such as: Disaster Recovery Activation Codes, PII on particular people's role in a Disaster, etc.
			Information about Investigations, Undercover Officers, Police Raids, etc.
			Information about State or National Homeland Security
			Passwords giving access to Level 3 data